

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 18, 2003

Division: District 1

Bulk Item: Yes ☐ No ☐

Department: Mayor Dixie M. Spehar

AGENDA ITEM WORDING:

Discussion and discontinuation of enrollment in the Certificate of Public Management (CPM) course for 2003-2004.

ITEM BACKGROUND:

In an attempt to protect the employee's insurance package, and based on the information regarding the high cost of the CPM program for this past year, the recommendation is to divert the funding to offset the rising costs of insurance benefits for the employees.

PREVIOUS RELEVANT BOCC ACTION:

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

TOTAL COST: _____

BUDGETED: Yes ☐ No ☐

COST TO COUNTY: _____

SOURCE OF FUNDS: _____

REVENUE PRODUCING: Yes ☐ No ☐ AMOUNT PER MONTH _____ Year _____

APPROVED BY: County Atty _____ OMB/Purchasing _____ Risk Management _____

DIVISION DIRECTOR APPROVAL:

Dixie M. Spehar
Mayor Dixie M. Spehar

DOCUMENTATION: Included ☒ To Follow _____ Not Required _____

DISPOSITION: _____

AGENDA ITEM # Q2



Management Services Division
1100 Simonton
Key West, FL 33040
(305) 292-4537



BOARD OF COUNTY COMMISSIONERS

Mayor Dixie M. Spehar, District 1
Mayor Pro Tem Murray E. Nelson, District 5
Charles "Sonny" McCoy, District 3
George Neugent, District 2
David Rice, District 4

MEMORANDUM

Date: Monday, June 02, 2003

To: Dixie Spehar

From: Sheila A. Barker
Division Director – Management Services

Subject: CPM Program

CC: County Commissioners
James L. Roberts

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In response to your email of yesterday, I will attempt to clarify what has been happening and is currently happening in the CPM Program.

We currently have one CPM on staff and that is Jim Malloch. He did his program independently and traveled to the various sessions. He earned his certification approximately a year ago (June 24, 2002). As part of the Recruitment & Retention program, his salary was increased by \$1,500 annually upon completion of the CPM. I do not have the cost of his program. I am certain he would be glad to answer any course content questions for you.

We are nearing completion of the first CPM program handled within the county. We had 25 employees enrolled. Currently we believe 24 will receive their certification and the 25th employee transferred to the Sheriff's office during the session; has terminated from the Sheriff's office and I do not know whether or not he is continuing independently with the 8th session. There were 4 individuals from other Key West entities that have participated in the first series of classes.

The 2nd program within the county started during March 2003. We had 19 employees enroll and at this time there are 16 continuing with the program. The other 3 are no longer employed with the county. The balance of the class are from other Key West entities.

The cost of the program is \$5,050 per session for 25 or less participants. Each additional participant up to a maximum of 30 participants is an additional \$202 per session. We pay travel expenses of the instructor to come to Key West or Marathon for the courses. Each participant's department is billed \$250 per session to cover the course fee and the instructor's expenses and travel. We also separately bill each participant's department \$60 for the books. All participants from other entities are also invoiced the same amount.

You asked about costs. The first series cost us approximately \$50,000 for 8 sessions, travel expenses for instructor, and books. The second series will cost us less due to having fewer employees enrolled in the series. It will (upon completion) cost us approximately \$32,000 for the 16 participants.

You asked about the amount paid in salaries for the participants. Attached you will find a spreadsheet showing participants in each session, their annual salary, their salary for a 4-day session and what we will have spent in salaries if participant attends all eight sessions. Also on this sheet is the title, Fair Labor Standard Act designation as exempt (not eligible for overtime) or non-exempt (eligible for overtime). The NB designation indicates employee covered by a bargaining group and they are non-exempt. For the first program, each 4-day session cost us \$17,000 in salaries; the second program will cost us approximately \$11,000.

Although we have only made one salary adjustment of \$1,500; when the 24 participants in Series I receive their certification in June, I expect to make adjustments for each of those participants. They must complete and pass all 8 sessions to receive a salary adjustment.

Travel reimbursement would be based on Florida Statutes. Employees traveling outside their normal working area would be entitled to 29 cents per mile, meals, etc. I have not requested copies of travel vouchers on all employees at this point. I do know several participants would share rides to keep expenses as low as possible. I expect those expenses to be nominal. I do not know of any substitute employees that were engaged to cover duties of participants in the class. I also do not know of any overtime that was incurred due to participants being out of the office. I would need to contact each supervisor to determine this.

Graduation is scheduled in June in Tallahassee. There was an attempt to bring the graduation to Key West or south Florida to reduce costs but I do not know the particulars of that attempt. Each participant has made their own travel arrangements for the trip to Tallahassee. An estimate would be approximately \$1,000 per participant for air fare, hotels and meals.

Before we started the first program in 2001, I sent a letter to all Division Directors and Department Heads detailing the program and criteria for employees selected. I was not requested to make recommendations on the actual selection process.

To recap the first program:

\$ 50,000	Course Fees & Instructor's travel expenses
\$139,000	Salaries at straight time for participants
\$ 24,000	Estimate Travel, Hotel & Meals for Graduation
<u>\$ 36,000</u>	Salary Adjustment for Certification
\$249,000	

The 2nd program would be less due to fewer participants.

Basically for your information, the Course Descriptions for the 8 levels are as follows

- Level 1 – Management of Individual Performance
- Level 2 – Management of Group Performance
- Level 3 – Management of Organizational Performance
- Level 4 – Managing Organizational Effectiveness
- Level 5 – Social Change and Its Impact on Public Management
- Level 6 – A Systems Focus
- Level 7 – Policy Perspectives
- Level 8 – Contemporary Issues in Public Management

If you need additional information, please contact me. I am certain Jim Malloch could give you additional information as he has coordinated this program.